



Florida Community College at
Jacksonville



Associate in Applied Science in Health Information Management

STUDENT DATA:

NAME: ROADMAP'S DEGREE

SSN: 000-00-0000

Credit Required	Potential Credit
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English Composition (ENC 1101) [EN024A]

3.00

(This course embodies the fundamentals of effective expression with emphasis on the various forms of expository writing, logical and imaginative thinking, and reading for understanding. The course provides instruction in sentence structure, diction, organization of short essays, correct usage of standard American English and an introduction to documentation skills. FCCJ accepts the CLEP General Examination with Essay with a score at or above 50.)

{DANTES Code = 11.07.00}

Intermediate Algebra (MAT 1033) [MH047A]

3.00

(This course is designed for students who require additional skills in algebra before taking MAC 1105, MGF 1106, MGF 1107 or STA 2023. The major topics include sets, linear equations and inequalities with applications, absolute value, polynomials and factoring, algebraic fractions, rational expressions with applications, exponents, roots and radicals, quadratic equations with applications, relations and functions, graphs and systems of linear equations and inequalities with applications. Credit from college level testing may apply here.)

{DANTES Code = 14.01.04}

Human Relations (SOP 1002) [BU064A]

3.00

(Drawing from several areas of behavioral science, this course, designed for students in business and technical fields, is also suitable for general education and personal enrichment but not recommended for students who plan to major in psychology. The course includes group dynamics, leadership, ethics, motivation and morale, social systems, formal and informal organizations, and other selected topics. Credit from college level testing may apply here.)

{DANTES Code = 03.13.04}

Human Anatomy & Physiology I (BSC 2085C) [BL021A]

4.00

(This course includes basic anatomical and directional terminology; fundamental concepts and principles of cell biology; histology; the integumentary, skeletal, muscular and nervous systems; special senses and the endocrine system. Within Anatomy and Physiology I, these topics may or may not be covered in the sequence listed. May be filled with college level testing)

{DANTES Code = 16.12.05}

Humanities [FA99SA]	3.00
(Select from a list of several. Visit www.fccj.edu/prospective/programs/indexhtml for a complete listing and description of available courses. Credit from college level testing may apply here.) {DANTES Code = 08.06.00 or most 08.XX.XX series}	
Medical Terminology (HSC 1531)	3.00
(This course is designed to provide a basic working knowledge of medical terminology and medical abbreviations for students entering the health fields. The course will cover word analysis of the terminology for the various body systems and selected specialties, spelling of common medical terms and pronunciation of common medical terms.) {DANTES Code = 09.06.00}	
Human Anatomy & Physiology II (BSC 2086C)	4.00
(This course is a continuation of Human Anatomy and Physiology I and includes: the cardiovascular system; the lymphatic system and immunity; the respiratory system; the digestive system and metabolism; the urinary system; fluid/electrolyte and acid/base balance; and the reproductive systems. Within Anatomy and Physiology II, these topics may or may not be covered in the sequence listed. May be filled with college level testing) {DANTES Code = 16.12.05}	
Microcomputer Applications (CGS 1570) [OF033A]	3.00
(This course is required for entry into the program. This course is intended for students with no previous experience in information systems. It orients students to computer operating systems, DOS and Windows, word processing software, spreadsheet software, database software, and business graphics software to solve common problems of the computerized workplace.) {DANTES Code = 05.03.04 or 05.03.03}	
Professional Development in the Work Environment (OST 1581)	3.00
(This course is designed to provide techniques for the development of people skills essential for job success. Topics include developing a professional image, ethics, time management, human relations and communications skills, organizational dynamics, employability skills, conflict management skills and money management.)	
Health Care Delivery Systems (HIM 1300)	2.00
(This course provides an overview of the health care delivery system at the national, state and local level including the organizations that provide health care, applicable regulations and standards, reimbursement methods used, professionals that provide the services, as well as ethical issues and resources. This course is also an introduction to the Health Information Management profession and its ethics.)	
Pathophysiology I (HIM 1433)	2.00
(This course presents the nature and cause of human diseases; diagnostic evaluation procedures, complications, treatment, management and prognosis of disease. Health record documentation is incorporated. A parallel course to BSC 2085C covering basic concepts of disease, basic concepts of	

pharmacology, as well as the musculoskeletal, circulatory, lymphatic, digestive and integumentary systems.)

Health Data Concepts (HIM 1110) 2.00

(This course provides in-depth presentation of the origin, uses, standards, content, format, access and retention of data across the health care continuum including both paper and electronic health records; and forms and screen design and control. Health care indexes and registers are also discussed.)

Health Insurance Billing (HIM 1260) 2.00

(This course presents the concepts and procedures for both manual and electronic health insurance claims processing. Major health insurance programs are covered and an overview of major diagnosis and procedure coding systems is provided. Hands-on software practice is provided.)

ICD 9-CDM Coding and Lab (HIM 1224) 3.00

(This course provides an introduction to diagnosis and procedure coding using ICD-9-CM, and includes both manual and computer-based practice.)

Pathophysiology II (HIM 1436) 2.00

(This course presents the nature and cause of human diseases; the study of the etiology, signs and symptoms, diagnostic evaluation procedures, complications, treatment, management and prognosis of disease. Health record documentation is incorporated. A parallel course to BSC 2086C covering basic concepts of altered status, growth and development, as well as the nervous, endocrine, reproductive, respiratory and urinary systems.)

Professional Practice Experience PPE I (HIM 1800) 2.00

(This course will provide students with a supervised experience in a Health Information Management department. Emphasis will be placed on the primary functions of record content, assembly and analysis, filing and retention of records, coding of outpatient records and use of office equipment.)

Health Law (HIM 2012) 3.00

(This course is an in-depth study of federal, state and local laws that govern the preparation and use of health records and health information in the health care delivery system.)

CPT Coding and Lab (HIM 1253) 3.00

(This course provides an introduction to coding outpatient procedures using CPT-4 including both manual and computer-based practice. CPT-4 is then integrated with ICD-9-CM coding. Reimbursement issues are reviewed.)

Information Systems for Health Information Management (HIM 2211) 2.00

(his course provides students with a review of computer fundamentals and the fundamentals of the electronic health record and an introduction to the information systems life cycle with software application.)

Health Data Management (HIM 2214) 3.00

(This course provides students with a working knowledge regarding the use of acceptable terminology, definitions and formulas necessary to compute standard health care statistics, as well as generate reports and display

data. Other topics include vital statistics, registries and introduction to the research process. Hands-on experience with statistical software.)

Advanced Coding and Classification (HIM 2260C) 3.00

(This course is a continuation of ICD-9-CM and CPT-4 coding. Emphasis will be on more rules that are complex and conventions for assigning codes, prioritizing codes, DRG assignments and reimbursement optimization, and software application.)

Professional Practice Experience PPE II (HIM 2810) 2.00

(This course will provide students with a supervised experience in a Health Information Management Department. Review of basic department functions. Emphasis will be placed on intermediate functions of advanced coding of inpatient records, health care statistics, cancer registries and information systems.)

Quality Management (HIM 2500) 2.00

(This course investigates the components of quality management programs in health care including clinical quality improvement, utilization management and risk management, as well as the medical staff and credentialing. Quality management in health information management departments is explored through case studies.)

Supervision and Organizational Life (HIM 2304) 3.00

(This course presents health information management department management, departmental design and supervisory principles and practices within the context of the health care organization. A customer service and case study approach is used.)

Professional Practice Experience PPE III (HIM 2820) 2.00

(This course will provide students with a supervised experience in a Health Information Management Department. Review of basic department functions. Emphasis will be placed on advanced functions of quality improvement, legal aspects, department management and organizational life.)

Excess or Dulicate Credit

TOTAL	67.00	0.00
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Thank you for requesting support from the U.S. Coast Guard Institute (CGI). Whereas we serve as an activity in support of your unit Educational Services Officer (ESO), you are encouraged to seek assistance from your local ESO in your academic endeavors. The following information is provided to help you understand what is presented in this degree plan:

This document is an UNOFFICIAL Degree Plan to provide you with a preliminary assessment of how your prior learning experiences might fit into the specified degree program for this academic institution. If you choose to pursue this degree option, you must present it to a college representative, who will review it for the following:

- o Accurate representation of the college's degree program requirements, including course numbers and titles, credit hours for each course, lower- and upper-level course requirements, and the total number of credits needed for the degree.

- o Appropriate assignment of ACE Guide-recommended credit at the lower or upper level for military service schools and occupations, CLEP, DSST, and other tests, transfer credit for courses from other colleges and universities, certification programs, etc.
- o Appropriate assignment of SOC Course Category Codes from the SOC Handbook Transferability Tables. The SOC Degree Program Handbooks can be obtained from the SOC web site at: www.soc.aascu.org should you wish to learn more about the course transfer guarantees among SOC network institutions.

IMPORTANT NOTE: When you are ready to seek admission into this degree program, please contact the USCG Institute at 1-405-954-7241. Your advisor will send the college or university an official U.S. Coast Guard Institute transcript, a copy of the degree plan, and a ready-for-signature SOC Student Agreement which, when signed by a college official, becomes a contract for degree completion committing the college or university to supporting you in your academic endeavors.

Credit for all courses you have taken must be reflected on official transcripts sent directly to this college from the administrative offices of the colleges you previously attended. This degree plan is often used for information purposes by college counselors pending receipt of the official transcripts from the source colleges.

This degree plan is not intended to compete with your local college or university. Keep in mind, you are allowed to transfer in a significant amount of the degree requirements to this institution. As such, credit from local colleges, college level examination programs, or advanced military training may be applied to this degree. You may also complete the courses necessary from this college either in residence (on campus or possibly on a military base at a campus extension in the Education Center) or through distance delivery of the courses. If you have questions, please contact the college counselor or your advisor listed at the bottom of this Degree Plan.

DEGREE PLAN LEGEND:

SH = Semester hours
VOC = Vocational, not relative to an academic degree
LL = Lower Level, i.e. courses at the Freshman/Sophomore level
UL = Upper Level, i.e. courses at the Junior/Senior level
GL = Graduate Level (sometimes recommended by ACE for very complex courses)
[#] such as [EN024A] or [EN024B] = SOC Course Category Codes*
{#} such as {DANTES Code = 01.02.03} = DANTES Academic Codes **

* SOC Course Category Codes: Service members Opportunity Colleges (SOC) is a consortium of over 1,600 accredited colleges and universities seeking to provide degree opportunities to the military. Over 170 of these institutions participate in network degree programs developed for the Army, Navy, Marine Corps, and Coast Guard. A SOC course category number beside a course from one of these institutions, such as [EN024A] or [EN024B] for English Composition, indicates that courses from other degree program institutions with the same code may be taken to satisfy the degree requirement. See the SOC Degree Programs Handbooks at <http://www.soc.aascu.org/>

** DANTES Academic Codes: The Defense Activity for Non-Traditional Education Support (DANTES) publishes the DANTES Independent Study Catalog (DISC) annually, which lists more than 6,000 courses from dozens of regionally accredited colleges and universities. Because this is a degree from a SOC affiliated college, the academic residency requirements are limited, thereby allowing students to transfer in a significant portion of the degree, as mentioned above. If the course you desire to take is not offered by this institution when you want to take it, consider the opportunities the courses in the DISC present. For more information, visit http://www.dantes.doded.mil/dantes_web/distancelearning/disc/front/cont.htm Keep in mind, you should always check with the counselor or academic advisor at this institution before enrolling in a course listed in the DISC to ensure it will be accepted in transfer toward this degree.

Florida Community College at Jacksonville (FCCJ) General Information

Florida Community College at Jacksonville is one of the leading providers of distance learning to the military. Distance Learning (DL) is simply learning from a distance, usually from home, or from a conveniently located off-campus site. DL allows adults to earn college credits, even entire degrees, without ever leaving home. DL at Florida Community College at Jacksonville makes use of the Internet, software, modems, TV stations, 2-way television using fiber optics, and digital phone lines, satellites, videocassette and audio tape, and the ever-popular mailbox, to deliver instruction.

As technology continues to become more accessible and more affordable, distance learning changes and evolves. Learners now have the opportunity to take classes without the necessity to attend regular, weekly lectures on campus. Online courses from all academic departments are available via Internet access. World Wide Ready courses at FCCJ are 100 percent online while other online courses require time and place-bound testing or orientation sessions. The FCCJ Class Schedule offers in-depth detail about online courses and identifies those that are 100 percent online. The Distance Learner Handbook is a rich resource for inquiry about distance learning at FCCJ.

A SOC Contract for Degree Completion with this institution may be entered after enrolling in the first course through them.

Tuition per course: \$66.40 per semester hour in-state, Tuition for Georgia residents \$127.55 per semester hour, and
\$249.85 per semester hour out-of-state (subject to change)

Application fee:

U.S. citizens \$15.00 one time only

International students \$80.00 one time only

This fee is a processing fee and is non-refundable.

To discuss your next step toward earning this degree with FCCJ, contact:

Chris Johnson

Advisor

FCCJ Open Campus

Military Education Institute
601 West State Street
Jacksonville FL 32202
Phone: 904-357-8890
Email: military@fccj.edu

Lauren Webb
Advisor
FCCJ Open Campus
Military Education Institute
601 West State Street
Jacksonville FL 32202
Phone: 904-632-5084
Email: military@fccj.edu

Visit the Military Education Institute web site: www.fccj.edu/mei

POLICY NOTES:

Transfer credit accepted by FCCJ may include up to 45 semester hours of non-traditional credit (American Council on Education recommended credit and college level testing - CLEP, DSST, Excelsior and FCCJ's Proficiency Examination Program (PEP) tests). Also, 25% of the degree must be earned via FCCJ (including distance learning courses).

****THIS IS A LIMITED ACCESS PROGRAM****

Application Procedure

Students may find it difficult to work during the professional phase of the program due to clinical demands. Students may not take the responsibility of qualified staff. However, after demonstrating proficiency, students may be permitted to undertake certain defined activities with appropriate supervision and direction. Students may be employed in the field of study outside regular educational hours paid and subject to standard employer policies. Admission to this program is limited and is based on completion of specific prerequisite courses with a grade of C or better. Courses are offered both days and evenings. All program prerequisites, and some HIM classes, are available online.

Applicants must:

1. Be accepted for admission to Florida Community College, be currently enrolled or a former student.
2. Complete, with a C or better: BSC 2085C, MAT 1033 or MAC 1105, CGS 1570 and ENC 1101.
3. Have their College Placement Test (CPT) scores.
4. Submit complete HIM program application by the June 15 deadline.

Students will be ranked on the quality points earned in the four courses listed in step 2 above. Students who verify work experience in health information management will earn two points per year, up to a maximum of six points. In the event of a tie, the College Placement Test scores (English, reading and elementary algebra) will be

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used as a tie-breaker. A physical exam will be required upon acceptance to the program.

Evaluation completed by: Charles Morrison

On: 15 May 2007